



SACHI A. HAMAI  
Interim Chief Executive Officer

County of Los Angeles  
**CHIEF EXECUTIVE OFFICE**

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

*"To Enrich Lives Through Effective And Caring Service"*

Board of Supervisors  
HILDA L. SOLIS  
First District

MARK RIDLEY-THOMAS  
Second District

SHEILA KUEHL  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

May 05, 2015

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**DEPARTMENT OF PUBLIC WORKS:  
DOROTHY KIRBY CENTER FACILITY UPGRADES PHASE II PROJECT  
CATEGORICAL EXEMPTION, ESTABLISH CAPITAL PROJECT  
APPROVE TOTAL PROJECT BUDGET  
APPROVE APPROPRIATION ADJUSTMENT  
SPECS. 7089; CAPITAL PROJECT NO. 87275  
(FIRST DISTRICT)  
(3 VOTES)**

**SUBJECT**

These actions will find that the Dorothy Kirby Center Facility Upgrades Phase II Project is categorically exempt under the California Environmental Quality Act, establish the Capital Project, approve the total Project budget, approve an appropriation adjustment and authorize the Director of Public Works, or her designee, to deliver the Project using a Board-approved Job Order Contract.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find that the Dorothy Kirby Center Facility Upgrades Phase II Project is exempt from the California Environmental Quality Act for the reasons stated in this letter and in the record of the Project.
2. Approve and authorize establishment of the Dorothy Kirby Center Facility Upgrades Phase II Project (Capital Project No. 87275) and approve the total Project budget of \$1,655,000.

3. Approve the appropriation adjustment, which transfers \$1,655,000 in appropriation from the Extraordinary Maintenance Budget to the Fiscal Year 2014-15 Capital Projects/Refurbishments Budget, under Capital Project No. 87275, to fully fund the Dorothy Kirby Center Facility Upgrades Phase II Project.

4. Approve and authorize the Director of Public Works, or her designee, to carry out the Dorothy Kirby Center Facility Upgrades Phase II Project and to deliver the proposed Project by using a Board-approved Job Order Contract.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommended actions will find that the proposed Dorothy Kirby Center Facility Upgrades Phase II Project (Project) is exempt from the California Environmental Quality Act (CEQA), and authorize the Director of Public Works, or her designee, to deliver the Project located at 1500 South McDonnell Avenue, City of Commerce, California.

#### **Background**

In 2009-10, the Corrections Standards Authority currently known as the Board of State and Community Corrections (BSCC), conducted a biennial inspection of the Dorothy Kirby Center, which provides mental health related services to juveniles under the care of the County Probation Department (Probation). During the assessment, the BSCC identified areas of concern related to structural features which create an opportunity for self-harm with protruding objects or “tie-off” points within areas of the facility. A more detailed study of the existing facility and its infrastructure was required.

In response to the initial concerns raised by the BSCC, the Chief Executive Office requested Probation, the Internal Services Department (ISD), and the Department of Public Works (Public Works) conduct a physical inspection of the campus and compile a comprehensive scope of work needed to comply with the California Code of Regulations, Title 15 Crime Prevention and Corrections (Title 15), and Title 24 California Building Standards Code (Title 24), specific to the issue of suicide and juvenile self-harm prevention. Title 15 regulates the minimum standards for law enforcement facilities in which minors are held in secure or non-secure custody; and Title 24 regulates general building design and construction requirements relating to fire and life safety, structural safety, energy conservation, and accessibility.

Under Public Works’ delegated authority, architectural and engineering services were retained from AECOM, Inc. (AECOM) for a \$5,000 not-to-exceed amount, to perform a architectural/engineering facility assessment. The facility assessment focused on building areas to which minors had access that are not under direct visual supervision by custody staff, such as the cottages and intensive care unit.

#### **Phase I**

While the facility assessment was underway, ISD identified Phase I of the project, which addressed the most apparent and identifiable issues that did not require engineered design solutions such as removal of eyehooks and objects in walls and ceilings to eliminate tie off points, which are sometimes used by juveniles to inflict self-harm; covering holes to eliminate opportunity to hide contraband; installing security screws to keep cabinets, switches, and plates secured; and repairing windows. This scope of work has been completed by ISD.

## Proposed Phase II

In November 2012, under Public Works' delegated authority, the architectural engineering design services of Johnson Fain were engaged to provide the architectural/engineering design services to implement the program recommendations as outlined in AECOM's initial facility assessment, provide construction administration, and cost estimating services for a \$227,772 not-to-exceed amount.

The proposed Phase II scope of work addresses issues Probation have identified as priorities that would eliminate the opportunity for self-injury and/or deter vandalism. The proposed scope of work includes removal of protruding objects from walls and ceilings, patching and repairs; replacement of baseboards and sealing of holes and cracks; replacement of lighting fixtures, smoke detector covers, and supply and exhaust grills with new security/vandal proof types; and replacement of existing fixtures in the bathroom with new security, and stainless steel fixtures. The proposed scope of work will be performed on the ten (10) living cottages, and the intensive care unit.

In September 2010, the Board approved the 2010-11 Deferred Maintenance Program with an estimated cost of \$59.89 million to be funded by the Extraordinary Maintenance Budget, including the \$1.65 million to refurbish the Dorothy Kirby Center. In June 2013, the Project program was completed followed by the Project design in May 2014. The Project plans have also been approved by Building and Safety.

Upon Board approval of the proposed Project, construction is estimated to take thirteen (13) months to complete. The facility will remain open and fully functional during construction. Public Works will coordinate with Probation and management staff at the Dorothy Kirby Center to sequence construction to provide minimal disruption during construction implementation.

## Green Building/Sustainable Design Program

The proposed Project will support the Board's Green Building/Sustainable Design Program by using energy-efficient light fixtures. Utility savings are anticipated due to the reduction in electricity as a result of the efficient fixtures and equipment.

## **Implementation of Strategic Plan Goals**

The Countywide Strategic Plan directs the provision of Operational Effectiveness/Fiscal Sustainability (Goal 1) by maximizing the effectiveness of process, structure, and operations to support timely delivery of customer-oriented and efficient public services. It also directs us to provide Integrated Services Delivery (Goal 3) by maximizing opportunities to measurably improve client and community outcomes and leverage resources through the continuous integration of health, community, and public safety services.

## **FISCAL IMPACT/FINANCING**

The total proposed Project cost of \$1,655,000 includes plans and specifications, plan check, construction, abatement, consultant services, miscellaneous expenditures, civic art, and County services.

Approval of the attached appropriation adjustment will transfer \$1,655,000 in appropriation from the Fiscal Year 2014-15 Extraordinary Maintenance Budget to the Fiscal Year 2014-15 Capital Projects/Refurbishment Budget, under Capital Project No. 87275, to fully fund the Project.

The Project Schedule and Budget Summary are included in Attachment A.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The contract contains terms and conditions supporting the Board's ordinances and policies, including, but not limited to: County Code Chapter 2.200, Child Support Compliance Program; County Code Chapter 2.202, Contractor Responsibility and Debarment; County Code Chapter 2.203, Contractor Employee Jury Service Program; County Code Chapter 2.206, Defaulted Property Tax Reduction Program; Board Policy No. 5.050, County's Greater Avenues for Independence (GAIN) and General Relief Opportunities for Work (GROW) Programs; Board Policy No. 5.060, Reporting of Improper Solicitations; Board Policy No. 5.110, Contract Language to Assist in Placement of Displaced County Workers; and Board Policy No. 5.135, Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law).

As required by the Board, the Project cost includes 1 percent of design and construction costs to be allocated to the Civic Art Fund per the Board's Civic Art Policy adopted on December 7, 2004, and amended on December 15, 2009. The Civic Art fee will be transferred to the Civic Arts Special Fund in a future Board action.

### **ENVIRONMENTAL DOCUMENTATION**

The proposed Project is categorically exempt from the provisions of CEQA. The proposed Project consists of upgrading existing Probation facilities, including cottages and the intensive care unit observation rooms at the Dorothy Kirby Center to meet Titles 15 and 24 of the California Code regulations. All work will involve the interior of the buildings. As such, the proposed Project is within a class of projects that has been determined not to have a significant effect on the environment, in that it meets criteria set forth in Sections 15301(a) and (f) of the CEQA Guidelines and Class 1 (d) and (i) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. The proposed Project involves no expansion of use. In addition, there are no cumulative impacts, unusual circumstances, or other limiting factors that would make the exemption inapplicable based on the Project records.

Upon the Board's approval of the proposed Project, Public Works will file a Notice of Exemption with the Registrar-Recorder/County Clerk in accordance with Section 15062 of the CEQA Guidelines.

### **CONTRACTING PROCESS**

The proposed Project will be delivered using a Board-approved JOC, which was competitively bid and awarded to the Lowest Responsive and Responsible Bidder in accordance with the State Public Contract Code.

A standard contract, in the form previously approved by County Counsel, will be used. The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees will be included in the contract.

As required by the Board, language has been incorporated into the Project specifications stating that the contractor shall notify its employees, and shall require each subcontractor to notify its employees that they may be eligible for the Federal Earned Income Credit under the Federal Income Tax Law

(Federal Income Tax Law, Internal Revenue Service Notice 1015).

The State Labor Code requires contractors to pay prevailing wage rates to all persons employed on Public Works contracts.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

There will be no impact on current County services or projects during the performance of the recommended actions.

**CONCLUSION**

Please return one adopted copy of this letter to the Chief Executive Office, Capital Programs Division; Probation; and Public Works, Project Management Division II.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sachi A. Hamai".

SACHI A. HAMAI

Interim Chief Executive Officer

SAH:TT:BMB

MS:AH:rp

Enclosures

- c: Executive Office, Board of Supervisors
- County Counsel
- Arts Commission
- Auditor-Controller
- Probation
- Public Works

**ATTACHMENT A**

**DEPARTMENT OF PUBLIC WORKS:  
DOROTHY KIRBY CENTER FACILITY UPGRADES PHASE II PROJECT  
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**I. PROJECT SCHEDULE**

<b>Project Activity</b>	<b>Scheduled Completion Date</b>
Project Program	06/26/13*
Design	
Jurisdictional Approvals	05/20/14*
Award	05/28/15
Construction	
Substantial Completion	06/27/16
Acceptance	02/07/17

\*Indicates completed activity.

## II. PROJECT BUDGET SUMMARY

Budget Category	Project Budget
Land Acquisition	\$ 0
Buildings and Improvements	
JOC Contract	1,183,937
Change Orders	118,394
Civic Arts	14,117
Subtotal	\$ 1,316,448
Buildings & Improvements – Plans & Specifications	
Subtotal	\$ 227,772
Buildings & Improvements – Consultant Services	
Hazardous Materials (Report, Spec, Labor in Field)	1,913
Material Testing / Monitoring	12,000
Gordian Group Fee	17,759
Cost Estimating	0,000
Subtotal	\$ 31,672
Jurisdictional Reviews	
Jurisdictional Review/Plan Check/Permit	0
Regional Planning	0
Fire Department	1,000
Health Department	1,000
Environmental Program Plan Check	0
Air Quality Management District	0
Subtotal	\$ 2,000
County Services	
Code Compliance Inspection Only	12,870
Document Control*	3,000
Contract Administration*	6,120
Project Management*	30,492
Consultant Contract Recovery*	3,776
Other	226
Secretarial*	1,680
Project Technical Support*	17,944
Contract Compliance Monitoring	1,000
Subtotal	\$ 77,108
Original Total	\$ 1,655,000
Total*	\$ 1,655,000

\*Includes past expenditure from 2009 thru fiscal year 2014



## COUNTY OF LOS ANGELES

## REQUEST FOR APPROPRIATION ADJUSTMENT

DEPARTMENT OF CHIEF EXECUTIVE OFFICE

DEPT'S.  
NO. 060

May 5, 2015

## AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

## ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2014-15

3 - VOTES

SOURCESUSES

EXTRAORDINARY MAINTENANCE

A01-CF-2000-12810

Services and Supplies

DECREASE APPROPRIATION

\$1,655,000

PROBATION

Dorothy Kirby Center Facility Upgrades Phase II

A01-CP-6014-65042-87275

Capital Assets- Building and Improvements

INCREASE APPROPRIATION

\$1,655,000

SOURCES TOTAL: \$ 1,655,000

USES TOTAL: \$ 1,655,000

JUSTIFICATION

Reflects transfer of \$1,655,000 in appropriation from Extraordinary Maintenance, to Capital Project No. 87275, to fully fund the Dorothy Kirby Center Facility Upgrades Phase II Project.



AUTHORIZED SIGNATURE MICHAEL SAMIS

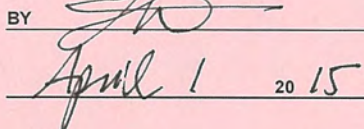
BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

REFERRED TO THE CHIEF  
EXECUTIVE OFFICER FOR ---☐ ACTION☒ RECOMMENDATION

AUDITOR-CONTROLLER

BY

B.A. NO. 185

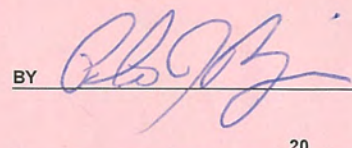


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☒ APPROVED AS REQUESTED☐ APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

BY



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